

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05220862
POSITION NO: 244123
POSITION TITLE: _____

DATE POSTED: 06/30/21
CLOSING DATE: 07/14/2021 by 5pm

DEPARTMENT NAME / WORKSITE: Proposal Writer
DNR/Water Resources Department/ Many Farms, AZ
WORK DAYS: M - F REGULAR FULL TIME: ☒ GRADE/STEP: BJ65A
WORK HOURS: 8AM-12/1-5PM PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 47,877.84 PER ANNUM
SENSITIVE ☒ SEASONAL: ☐ DURATION : _____ \$ 22.93 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Develops, writes and edits grant proposals seeking and securing funds from entities and donors such as federal, local, state, counties, organizations, private foundation(s) i.e. USDA, NRCS & Non-profit organizations and the like to supplement Agriculture Project. Develops, implements, and evaluates grant information in promoting Agricultural operations, goals and objectives. Identify grant announcements and review eligibility requirement. Research and collect data to substantiate needs. Identify local onsite assessment of Agricultural infrastructure i.e. water delivery system. Match grant announcements to local needs and capacity to fulfill grant delivery deliverables. Comply with funding sources of applicable policies, procedures and reporting. Maintains current knowledge of grant funding policies, regulations and procedures and prepares required reports. Work with team members, supervisors, colleagues and constituents. Other duties that may be assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Public Administration or closely related field; and four (4) years of experience in proposal writing, grant writing or grant administration; or an equivalent combination of education and experience

Special Requirements:

- Possess a valid State Driver's License.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of grant funding policies and procedures and applicable regulations.
Knowledge of community planning concepts, principles, techniques and practices.
Skill in establishing and maintaining effective working relationship.
Skill in analyzing interpreting financial data and preparing financial reports, statements and/or projections.
Skill in the application of applicable organizational forms to concentrate resources on community Agriculture development needs.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.